# PMIS Cardinal New Fields Guide

*Use this Guide to assist you with keying new Cardinal fields in PMIS*

**dhrm** Department of Human Resource Management

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# New PMIS Cardinal Fields

**Cardinal is the name of the State Accounting System replacing CIPPS. In support of the forthcoming Cardinal implementation, PMIS will require entry of the following four (4) fields starting Monday October 23rd.  Please note that these new fields apply only to CIPPS agencies.**
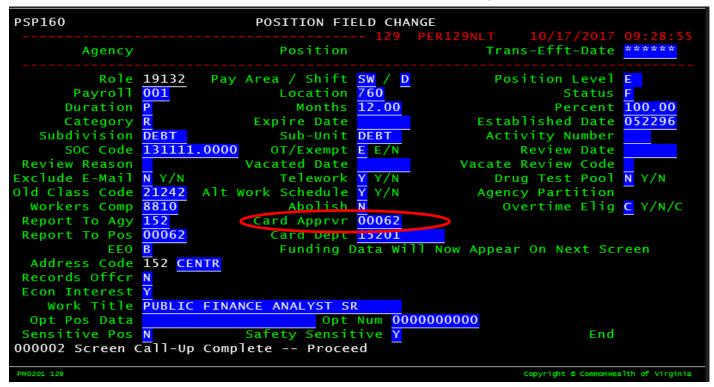
| Cardinal Name | PMIS Field Name | Description |
|---|---|---|
| **Cardinal Approver** | **Card Apprvr** | This is a required field to capture the PMIS Position Number of the Cardinal Time & Labor Approver. This PMIS field will be mapped to the REPORTS_TO field in Cardinal. For online agencies, the Cardinal Time & Labor Approver is the individual (identified by the PMIS Position Number) who will approve the employee's timesheet in Cardinal. For interfacing agencies, it is expected that employee timesheet approvals will occur in the internal agency system. The Cardinal Time & Labor Approver is the individual (identified by the PMIS Position Number) who will approve timesheet corrections made online in Cardinal. For  general guidance: <br>1. The approver needs to be in the same agency as the employee. <br>2. The approver may be different from the employee's direct report supervisor in the organization hierarchy. <br>3. The approver can be the PMIS Supervisor Position, if applicable, when the supervisor's agency is the same as the employee. <br>4. A position cannot be designated as its own Cardinal Approver (i.e., an employee cannot be designated as their own approver in Cardinal)." |
| **Cardinal Department** | **Card Dept** | This is a required field to capture the Cardinal department value where the position resides in the organization. This PMIS field will be mapped to the Department ID field in Cardinal. |
| **Cardinal Employee Group** | **Card Emp Grp** | This is a required field used by Cardinal to determine an employee's workgroup and default accounting. This PMIS field will be mapped to the Employee Class field in Cardinal. Valid Values are included in DHRM's PME480 and PMW480 dictionaries. Please refer to slide 7 of this document for a list of valid values. |
| **Cardinal Alternate Leave Plan** | **Card Alt Lv Plan** | This is a required field to specify the leave plan for the employee. This PMIS field will be mapped to the Alt Leave Plan field in Cardinal. Valid Values are included in DHRM's PME480 and PMW480 dictionaries. Please refer to the "PMIS Extracts" section of DHRM's website. (http://web1.dhrm.virginia.gov/itech/documentation.html) |

# Card Apprvr Field in PMIS-Position Transaction

Card Apprvr is the preferred name for the field label in PMIS. This new field in PMIS can be found on the following PMIS position transaction screens: * NOTE: The Card Apprvr value may not always be the same as the Report to Pos value.

1. **PSW130 Wage Position Create/Change**
2. **PSP130 Position Establish**
3. **PSP131 Re-establish Position**
4. **PSP150 Position Field Change**
5. **PSP160 Position Field Change**
6. **PSP999 Position Display**
7. **PSW999 Wage Position Display**
8. **PSP146 Position Role Change**

Here is an example of the Card Apprvr field on the PMIS PSP160 transaction you can use to edit the field. Use PSP999 to review.

# Card Dept Field in PMIS-Position Transaction

**Card Dept is the accounting code for each Cardinal Department within an agency. This new field in PMIS can be found on the following PMIS position transaction screens. To get this information, please contact your Agency Fiscal Officer.**

1. **PSW130 Wage Position Create/Change**
2. **PSP130 Position Establish**
3. **PSP131 Re-establish Position**
4. **PSP150 Position Field Change**
5. **PSP160 Position Field Change**
6. **PSP999 Position Display**
7. **PSW999 Wage Position Display**
8. **PSP146 Upward Role Change**

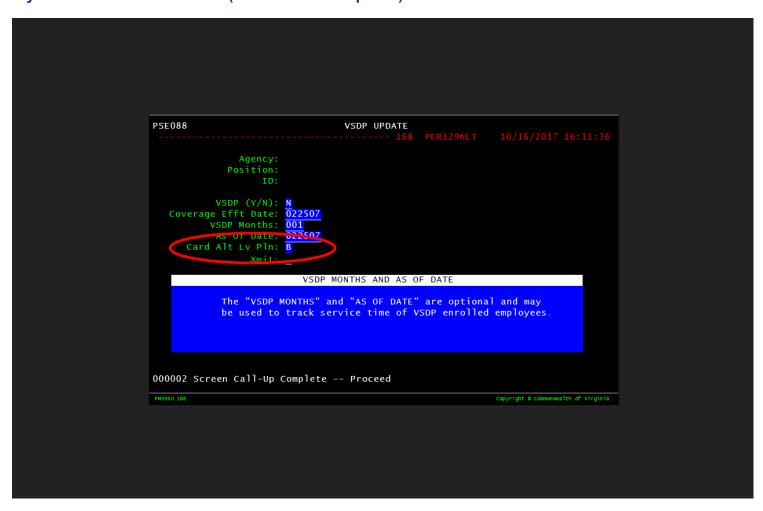**Here is an example of the Card Dept field on the PMIS PSP160 transaction you can use to edit the field. Use PSP999 to review.**

# Card Emp Grp Field in PMIS- Employee Transaction

**Card Emp Grp  is the preferred name for the field label in PMIS. This new field in PMIS can be found on the following PMIS employee  transaction screens.**

1.  **PSE301 Original Appointment**
2.  **PSE302 Rehire**
3.  **PSE303 Transfer EE on LWOP**
4.  **PSE032 Mobility Leave**
5.  **PSE305 Active Employee Current Display**
6.  **PSE013 Competitive Voluntary Transfer**
7.  **PSE014 Reassignment**
8.  **PSE015 Non-Competitive Voluntary**
9.  **PSE016 Disciplinary Transfer**
10. **PSE017 Transfer in Lieu of Layoff**
11. **PSE018 Performance Reassignment**
12. **PSE040 Classified Promotion**
13. **PSE041 Return to Level**
14. **PSE042 Transfer Employee to Exempt**
15. **PSE051 Recall**
16. **PSE046 Voluntary Demotion**
17. **PSE047 Performance Demotion**
18. **PSE048 Disciplinary Demotion**
19. **PSE049 Demotion in Lieu of Layoff**
20. **PSW301 Wage Employee New Hire**
21. **PSW013 Wage Employee Transfer**
22. **PSW090 Wage Employee Update**
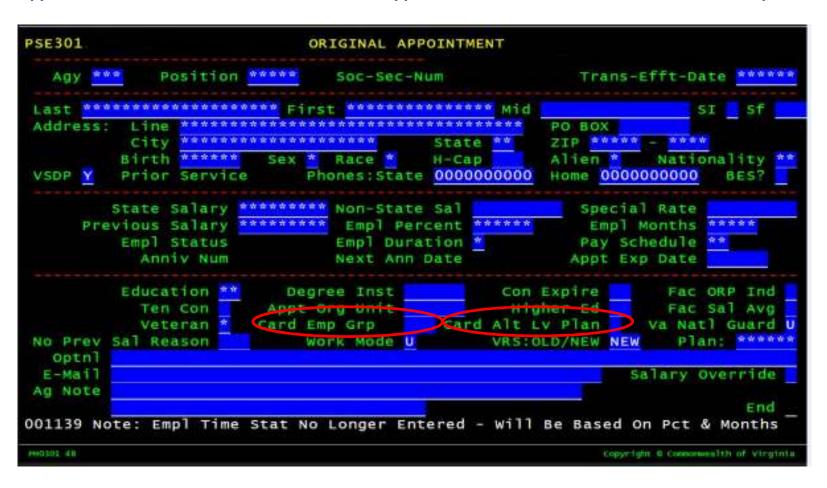23. **PSP146 Position Role Change**
24. **PSE098 P3A Field Change**

# Card Emp Grp Field in PMIS- Employee Transaction

Here is an example of how the Card Emp Grp field looks in PMIS and the transaction that is used to edit or modify this information in PMIS (PSE098 P3A Field Change). Please refer to the next slide for a list of valid values.

# Card Emp Grp Field in PMIS- Employee Transaction

**To assist agencies in determining the values in the Card Emp Grp field in PMIS, please review the data in the attached table shown in the right column below:**

| CARDINAL EMPLOYEE CLASS | CARD EMP GRP IN PMIS |
| --- | --- |
| YY-Appointed Official | APO |
| YN-Classified Salary | CLS |
| NY-Emergency Hourly | EMG |
| NN-Adjunct Faculty | FAC |
| NY-General Wage | GNW |
| NY-Graduate Assistant | GRD |
| YY-Higher Ed Administration | HEA |
| YN-IT Employee | ITE |
| NY-Legislative Assistant | LGS |
| YY-Other Official | OTO |
| NN-Student | STU |
| YN-Teaching & Research | TNR |
| YN-VALORS Participant | VAL |
| YY-Workforce Transition Act | WTA |

# Card Alt Lv Plan Field in PMIS- Employee Transaction

**Card Alt Lv Plan Field is the preferred name for the field label in PMIS. This new field in PMIS can be found on the following PMIS employee transaction screens:**

1. PSE301 Original Appointment
2. PSE302 Rehire
3. PSE303 Transfer EE on LWOP
4. PSE013 Competitive Voluntary Transfer
5. PSE014 Reassignment
6. PSE015 Non-Competitive Voluntary
7. PSE016 Disciplinary Transfer
8. PSE017 Transfer in Lieu of Layoff
9. PSE018 Performance Reassignment
10. PSE040 Classified Promotion
11. PSE041 Return to Level
12. PSE042 Transfer Employee to Exempt
13. PSE051 Recall
14. PSE046 Voluntary Demotion
15. PSE047 Performance Demotion
16. PSE048 Disciplinary Demotion
17. PSE049 Demotion in Lieu of Layoff
18. PSE088 VSDP Update
19. PSE311 Person Display

# Card Alt Lv Plan Field in PMIS- Employee Transaction

**Here is an example of how the Card Alt Lv Plan field looks in PMIS and the transaction that is used to edit or modify this information in PMIS (PSE088 VSDP Update):**

# Card Emp Grp and Card Alt Lv Plan Fields in PMIS Original Appointment Transaction

Here is an example of how the Card Emp Grp and Card Alt Lv Plan fields look on the PMIS PSE301 Original Appointment Transaction. These fields will also appear on the PMIS rehire screen and are now required.

# Card Alt Lv Plan Field in PMIS- Employee Transaction

**To assist agencies in determining the values in the Card Alt Lv Plan field in PMIS, definitions for each Cardinal Alternative Leave Plan are provided in the table below:**

| Value | Description / Absence Eligibility Group | PMIS VSDP Indicator = Y | PMIS VSDP Indicator = N | Definition |
|---|---|---|---|---|
| A | COVA VSDP / VSDPELGGRP | Allowed | Not Allowed | Employee is enrolled in the COVA VSDP program. In addition, the employee is eligible for other leave categories as designated by DHRM policies. Employees that transferred from the COVA Traditional Sick Leave program to COVA VSDP program and who converted Traditional Sick Leave hours to disability credits should be assigned in this group. |
| B | COVA (Traditional) Sick Leave / TRADELGGRP | Not Allowed | Allowed | Employee is enrolled in the COVA Traditional Sick Leave program. In addition, the employee is eligible for other leave categories as designated by DHRM policies. |
| C | At Will / EXECELGGRP | Allowed | Allowed | Employee is a Gubernatorial Appointee ("at-will") that is enrolled in the Executive Leave program for "at-will" employees. This includes both "at-will" employees who participate in the VSDP program and those who do not. |
| D | Hybrid / HYBRELGRP | Allowed | Not Allowed | Note: This Alternative Leave Plan is used only to determine the eligibility group in Cardinal Absence Management and is not related to the VRS Hybrid retirement program. Employees that meet all of the following conditions: (1) Transferred from COVA Traditional Sick Leave to COVA VSDP. (2) Did not choose a payout of the Traditional Sick Leave at the time of transfer. (3) Banked, no longer entitled or accrued, the Traditional Sick Leave to be paid out upon separation. These employees are eligible for all other leave types available to employees in the COVA VSDP plan, including VSDP Sick and VSDP Personal, however also have banked Traditional Sick Leave hours. |
| E | Faculty Regular (Higher Ed) / FACREGGRP | Not Allowed | Allowed | The Faculty Regular Group has the 3 leave types – FVC (Vacation/Annual Leave), FSK (Sick), and FCS (Volunteer Service Leave) - which are adjustment-based. There are no accruals for this group. This is an Alternative Leave Plan where balances are manually adjusted. |
| F | Faculty VSDP (Higher Ed) / FACVSDPGRP | Allowed | Not Allowed | The Faculty VSDP group has FVC (Vacation/Annual Leave) and FCS (Volunteer Service Leave) that is not associated with the Commonwealth's programs and where balances for these leave types are manually adjusted. The Faculty VSDP group does not include FSK (Faculty Sick Leave). Instead this group includes SDP (Sick) and PER (Personal). SDP and PER accrue annually as they do for employees in the COVA VSDP plan. Because they have SDP (Sick) and PER (Personal) leave, they are not eligible for FSK (adjustment based Faculty Sick Leave). |
| N | Other | Not Allowed | Allowed | To only be used when the following two conditions are met: (1) Cardinal is not the agency's system of record for absence management and leave balances, and (2) The employee does not fall into one of the other categories. |

# Card Emp Grp in PMIS Wage-Employee Transaction

**Card Emp Grp is the preferred name for the field label in PMIS. This new field in the PMIS Wage database can be modified with the PSW090 Transaction Reason Code 090. Card Alt LvPlan field is not used in the PMIS Wage database.**
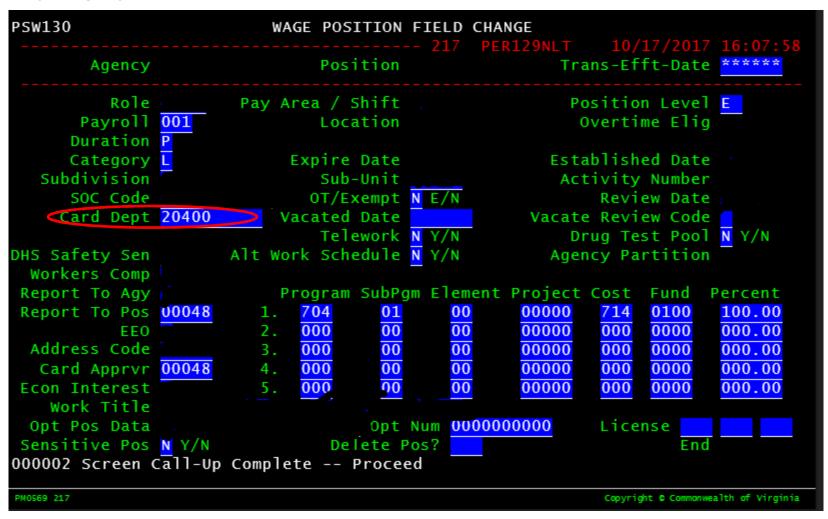
# Card Emp Grp in PMIS Wage-Employee transaction

**To review employee data keyed with the PSW090 transaction in the Wage database, you can use the PSW305 transaction.**
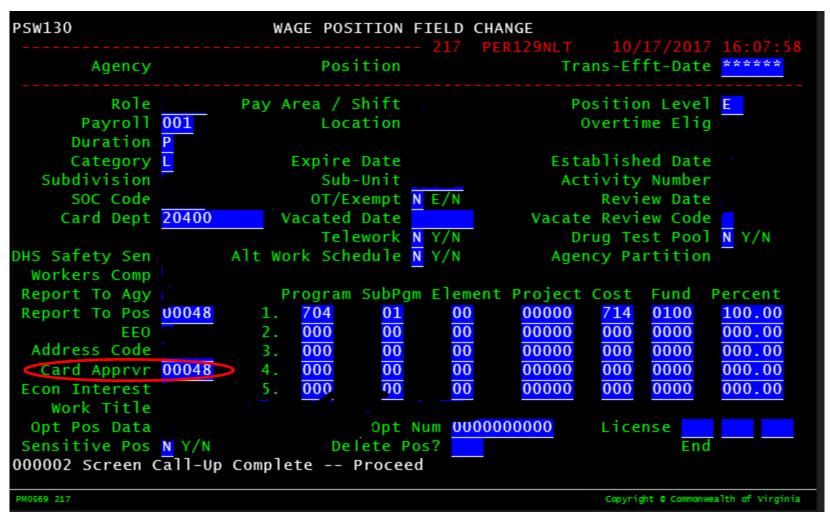
# Card Dept Field in PMIS Wage Position Transaction

Here is an example of the Card Dept field on the PMIS Wage PSW130 transaction you can use to edit the field. Use PSW999 to review. Card Dept field is the accounting code for each Cardinal Department within an agency. To get this information, please contact your Agency Fiscal Officer.

# Card Apprvr Field in PMIS Wage Position Transaction

Here is an example of the Card Apprvr field on the PMIS Wage PSW130 transaction you can use to edit the field. Use PSW999 to review. * NOTE: The Card Apprvr value may not always be the same as the Report to Pos value.

# Wage New Hire Transaction Screen

Here is an example of the Wage New Hire Screen showing the Card Emp Grp field that will need to be populated. The Card Alt Lv Plan is not used in the Wage data base and will not appear on the Wage New Hire screen.